

## **Emergency Procedures**

Date Last review date – 13th April 2025

Written by – Rosalyn Phillips

To be reviewed – April 2027

### **Accident / Injury procedure**

All staff are given First Aid training and a First Aid kit is kept accessible at all times. Parents / carers will be made aware of any incidents whilst their child is in our care as soon as is reasonably possible. All accidents will be recorded, and parents will be asked to sign to show they have been informed. Parents / carers are asked to make staff aware of any injuries the child has when they arrive at a session which will also be recorded in order to safeguard children

### **Arrival / Departure procedure**

During nature nursery and holiday club sessions where Derby Forest School assumes sole care for children, parents are asked to ensure that their child is passed to their child's keyworker with a verbal update of anything that is likely to be relevant during that day's session. (Sleep, food, injuries) Children will only be released to adults who have permission to collect them. Parents provide a list of people authorised to collect and are asked to tell staff if someone other than themselves will be collecting the child so that they know who to expect and can talk to the child accordingly. A password is also provided to be used in exceptional circumstances where parents need to send someone to collect who has not been previously named.

### **Child not collected**

When a child is registered at Derby Forest school parents / carers are asked to provide contact details for at least one other person that we can contact in an emergency. If a child was not collected at the designated time, we would wait up to 15 minutes before phoning the parent. If we were unable to contact them, we would wait an additional 30 minutes before phoning the other named contact. If we were unable to contact either party after two hours, we would contact Children's Social Care / Local Police.

### **Lost child**

When children first attend sessions with Derby Forest School we practise playing "1,2,3 Where are you?" on a regular basis. In the event that we lose sight of a child we would call "1,2,3 Where are you" with the child's name up to three times, we would then use our emergency call to bring all the children back to us. If the child was still missing one adult would take responsibility for keeping the remaining children safe whilst others searched the immediate area. If we were unable to find the child within 15 minutes, we would contact any available help on site and emergency services and then contact the next of kin.

### **Fire safety and evacuation**

Due to the nature of Forest School the majority of time will be spent outside. Where we have use of a building, leaders will ensure that they are familiar with the location of fire safety equipment and the evacuation procedure for that individual location. Where appropriate, evacuation procedures will be practised with children on a regular basis.

### **Third party on site**

Whistlewood Common is an open site which is open to the public. Gates are kept shut wherever possible and regular visitors to site (board members / volunteers) are asked to let a member of Forest School staff know that they are on site and where they will be working. A member of staff will always be at the front of the Forest School area and If anyone enters the site that is unknown to staff they will approach them in a professional and friendly manner to determine their reason for being there and to ensure they are aware which areas they can and can't access. Staff carry walkie talkie radios to enable easy communication between teams and a code word is allocated to each session, in the unlikely event that an individual is identified as a potential threat the code word will be communicated to other members of the team to initiate the lockdown procedure as below.

### **Lockdown Procedure**

On hearing the code word other staff will use the "1,2,3 Come back to me.." call to gather children in an appropriate space. (Usually the fire circle) They will then guide the children as best they can to a sheltered space without crossing the area where the potential threat has been identified - this will be indoors where possible and doors will be locked. If after further assessment it is deemed necessary staff will contact emergency services and other education settings in the local vicinity: Melbourne Infant School, Melbourne Junior school, Scallywags day nursery, Puddleducks Preschool, Dame Catherine Harpur Independent school. Phone numbers for these are stored in the managers mobile phones.